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Executive

1 June 1950

EAD/CCD

Reorganization of the Biographic Register, CCD

1. The Biographic Register is at present organized into four major components - the Office of the Chief, the Scientific Branch, the Regional Branch, and the Index Branch (Tab A). The Scientific Branch and the Regional Branch each consist of two authorized sections, Western and Eastern, arranged on a regional basis which is not strictly hemispheric. These sections are under the direction of section chiefs, grade GS-12. The Index Branch consists of four authorized sections - Key Punch, Master File, Machine, and Coding under section chiefs, grades GS-4, GS-5, GS-7 and GS-7 respectively.

2. Developments in biographic intelligence since the approval of the present organization have indicated the desirability of realigning the several components of the Register as follows: (a) reorganization of both the Regional Branch and the Scientific Branch to include four instead of two sections, as at present; and (b) the consolidation of the Index Branch into two rather than four sections with amended functions for the Coding Section (Tab B).

3. The reorganization of the two research branches is directed by the necessity for developing self-contained units to process biographic material in high priority areas and to provide continuity in essential skills and specialization such as language qualification. It has been necessary to affect this organization on a practical operating basis, pending official approval of a permanent structure. The proposed organization as relates to the Regional Branch has already been reviewed by DCI, Executive and Management and approved. (Tab C)

4. The operations within the Index Branch have also been developed to meet the needs of the Register in the fulfillment of its mission. The Coding Section for purposes of uniformity and accuracy has taken an increasingly active part in the classification of occupations which the intelligence branches have found to be progressively of greater hindrance to production. The need for a division of function here is clear cut, and lacking adequately qualified personnel, it is desirable that the Coding Section be redesignated as the Classification Section, manned by key employees with training in the major fields of science.

5. A synopsis of the specific nature of the proposed organizational changes is attached (Tab D). The Biographic Register is prepared, upon approval of the outlined organization, to submit in necessary detail the required job descriptions and descriptions of function.

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6. It is recommended that the organization of the Biographic Register be adjusted, within present personnel allotments, to conform to the accompanying chart (Tab D) and the general reorganizations proposed in Tab D. All of these proposals fall within the framework of the statement of functions for BR now being prepared in conjunction with the management staff to be included in the new revision of the "Organization and Functions - CIA."

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